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United States Government
MEMORANDUM

**Office of
Personnel Management**

Subject: New Charter for Interagency Advisory Group for
Personnel Policy and Operations (IAG)

Date: NOV 2 1979
In Reply Refer To:

From: Edward A. Schroer, Director
Office of Planning and Evaluation *Ed Schron*

Your Reference:

To: Alan K. Campbell
Director

P/CAT 5 3/2

Attached for your approval is a new revised charter for the Interagency Advisory Group for Personnel Policy and Operations (IAG).

During FY 1979 steps were undertaken to reorganize the structure of the IAG to reflect the reorganization of OPM. The IAG for a quarter of a century has provided a communications linkage between the CSC and directors of personnel of the departments and agencies. Under the new OPM there was a need to review the IAG's role, structure and objective. In a series of meetings with the directors of personnel the future role of the IAG was discussed. The personnel directors reviewed and commented on a draft new IAG charter. Their ideas and suggestions have been incorporated. The new charter reflects overall consensus of the agencies.

The revised purpose of the IAG is to provide a mechanism for continuing consultation between OPM and agencies of the Federal Government in personnel management policy and operational matters.

Under its new structure the IAG is organized in the five major groups of OPM's Associate Directorship for Agency Relations. Each group will develop its own agenda and meet on a regularly scheduled basis.

Another new feature is the establishment of an Executive Committee of the IAG, comprised of three elected representatives from each of the five groups. The Executive Committee will plan the overall IAG program, set the agenda and plan for the annual Personnel Directors Conference, provide guidance and oversight to the IAG Committees and serve as a source of advice to OPM to meet ad hoc special needs.

IAG program committees comprised of key functional specialists designated by Personnel Directors and chaired by appropriate OPM staff, will study or advise and report to both the IAG and OPM on specific programs or technical issues.

Meetings of the full IAG will be held when needed or when the Executive Committee recommends, rather than on a regular monthly schedule.

The IAG Secretariat provides centralized support and services for all meetings of the IAG, group and plenary as well as committee meetings; maintains and distributes minutes and reports of committee meetings; and coordinates OPM staff participation in the deliberations of the IAG groups and the committees.

RECOMMENDATION

I recommend that you approve the proposed new Charter for the Interagency Advisory Group for Personnel Policy and Operations (IAG).

Action: *approved*

[Signature]
Alan K. Campbell
Director

[Signature]
11/5/79
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Attachment

September 1979

INTERAGENCY ADVISORY GROUP
FOR PERSONNEL POLICY AND OPERATIONS

CHARTER

I. PURPOSE

The Interagency Advisory Group for Personnel Policy and Operations (IAG) is established to provide a mechanism for continuing consultation between the Office of Personnel Management and agencies of the Federal Government in personnel management policy and operational matters.

The IAG provides a forum for:

- identifying and discussing existing or emerging policy or operational matters that impact on the productivity, effectiveness and accountability of the Federal workforce,
- assessing the implications and potential impact of proposed legislative or executive initiatives bearing on the recruitment and management of the Federal workforce,
- identifying areas in which legislation, executive direction or policy is needed,
- assessing the operational effect of statute, executive direction, policy or regulation on the management of the Federal workforce,
- identifying areas in which deregulation or delegation of authority would contribute to the effective management of the workforce, and
- providing advice or opinion on prospective personnel management program improvements.

II. MEMBERSHIP

Directors of Personnel of the Departments and Independent Agencies are members of the IAG. These personnel executives should be empowered to act as the official spokespersons for their agencies in IAG deliberations.

III. ORGANIZATION AND MEETINGS

To encourage agency participation and the free exchange of views on matters of common interest the IAG is organized in five major groups (list attached). Agency membership in each group corresponds to the broad "community of interest" groupings used by the Office of Management and Budget and adopted by the Office of Personnel Management in the Associate Directorship for Agency Relations. To provide maximum flexibility for the IAG groups to pursue topics of particular interest to them, each group will establish a means for planning its own agenda.

Meetings

The five IAG groups will each meet on a regularly scheduled basis (preferably about once a month). The agenda for the meeting of each group will be developed by a Committee of Personnel Directors representing that group.

The full IAG will meet in plenary session when the issues to be presented warrant it or when the Executive Committee so recommends.

Agency line managers will be included in IAG meetings on an ad hoc basis to be sure that their views are heard on matters of particular interest to them.

IV. EXECUTIVE COMMITTEE

An Executive Committee comprised of three elected representatives from each of the five groups will be established.

The functions of the Executive Committee are to:

- plan the overall IAG program,
- set the agenda and plan for the annual Personnel Directors conference,
- provide guidance and oversight to the IAG Committees,
- serve as a source of advice to OPM to meet ad hoc special needs.

V. PROGRAM COMMITTEES

IAG Program Committees (list attached) comprised of key functional specialists designated by Personnel Directors and chaired by appropriate OPM staff, will study or advise and report to both the IAG and OPM on specific programs or technical issues.

VI. SECRETARIAT

The Secretariat for the IAG will:

- provide centralized support and services for both group and plenary meetings of the IAG,
- schedule and support IAG committee meetings and maintain and distribute minutes of committee meetings or reports of committee conducted studies, and
- coordinate OPM staff participation in the deliberations of the IAG groups and the committees.

The Director, Office of Planning and Evaluation, OPM, will provide leadership and direction to the staff of the Secretariat.

ATTACHMENT I. (1)

ECONOMICS AND GOVERNMENT SUBGROUP A

Agency

Administrative Office of U. S. Courts

Department of Justice

Department of Treasury

District of Columbia Government

Federal Communications Commission

Federal Deposit Insurance Corporation

Federal Reserve System

Federal Trade Commission

General Accounting Office

General Services Administration

General Services Administration (Boards and Commissions)

Government Printing Office

Library of Congress

Merit Systems Protection Board

National Credit Union Administration

Federal Emergency Management Agency

Office of the Special Counsel

ATTACHMENT I. (2)

ECONOMICS AND GOVERNMENT SUBGROUP B

Agency

Congressional Budget Office

Office of Administration (Executive Office of the President)

Office of Personnel Management

Postal Rate Commission

Securities and Exchange Commission

United States Supreme Court

United States Tax Court

Civil Aeronautics Board

Department of Commerce

Department of Housing and Urban Development

Department of Transportation

Federal Home Loan Bank Board

Federal Maritime Commission

Interstate Commerce Commission

National Transportation Safety Board

Small Business Administration

Federal Labor Relations Authority

Office of Management and Budget (Federal Acquisition
Institute)

ATTACHMENT I. (3)

HUMAN RESOURCES, VETERANS, AND LABOR GROUP

Agency

Action

Commission on Civil Rights

Community Services Administration

Consumer Product Safety Commission

Department of Health, Education, and Welfare

Department of Labor

Equal Employment Opportunity Commission

Federal Mediation and Conciliation Service

National Endowment for the Arts

National Endowment for the Humanities

National Labor Relations Board

Occupational Safety and Health Review Commission

Pension Benefit Guaranty Corporation

Railroad Retirement Board

Veterans Administration

ATTACHMENT I. (4)

NATIONAL SECURITY AND INTERNATIONAL AFFAIRS GROUP

Agency

Agency for International Development

Arms Control and Disarmament Agency

✓ Central Intelligence Agency

Defense Logistics Agency

Department of Air Force

Department of Army

Department of Defense (MRA&L)

Department of Defense (WHS)

Department of Navy

Department of State

Export-Import Bank of the United States

International Communication Agency

International Development Corporation

International Trade Commission

National Security Agency

Overseas Private Investment Corporation

Panama Canal Commission

Selective Service System

Soldiers and Airmens Home

ATTACHMENT I. (5)

NATURAL RESOURCES, ENERGY, AND SCIENCE GROUP

Agency

Department of Agriculture

Department of Energy

Department of the Interior

Commodity Futures Trading Commission

Environmental Protection Agency

Farm Credit Administration

National Aeronautics and Space Administration

National Gallery of Art

National Science Foundation

Nuclear Regulatory Commission

Office of the Federal Inspector for the Alaska
Natural Gas Transportation System

Smithsonian Institution

Tennessee Valley Authority

Water Resources Council

ATTACHMENT II

INTERAGENCY ADVISORY GROUP
PROGRAM COMMITTEES

- Affirmative Employment Programs
- Development and Training
- Employee Relations
- Executive Personnel
- Federal Personnel Management Information Systems
- Job Evaluation
- Labor-Management Relations
- Merit Pay
- Pay, Leave, and Hours of Duty
- Performance Appraisal
- Personnel Management Evaluation
- Personnel Research
- Retirement, Insurance and Occupational Health
- Security and Suitability
- Staffing